

APPENDIX C

FORMATS

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FIELD <u>LEGEND</u>	TYPE REQUISITION		<u>ENTRY AND INSTRUCTIONS</u>
	BLOCK NUMBER(S) (MANUAL)	RECORD POSITION (S) (MECHANICAL)	
Pro ject	Block 19	57-59	When applicable, enter the appropriate code under S/A instructions.
Priority	Block 20	60-61	Enter priority designator.
Required Delivery Date/Required Delivery Period	Block 21	62-64	Enter under requirements of appendix B14.
Advice	Block 22	65-66	Enter advice code to convey instructions to the supply source; otherwise, leave blank.
Date of Receipt of Requisition	Block 23	67-69	Leave blank.
Blank	Block 23	70-80	Leave blank on inter-S/A requisitions forwarded to the DLA and GSA supply sources.
			a. This field is optional for intra-S /A use.
			b. This field may be used for internal purposes on retained copies of requisitions.
			c. When a requisition with a part number (A02/A0B) is converted to an NSN (Ao 1 /A0A), DAAS will blank fill this field.

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TYPE REQUISITION		
<i>FIELD</i>	BLOCK NUMBER(S) (MANUAL)	
<u>LEGEND</u>	<u>RECORD POSITION (S) (MECHANICAL)</u>	<u>ENTRY AND INSTRUCTIONS</u>
Remarks	Blocks L-W	This field will be used to convey any additional required information not provided for in the requisition format.

GOVERNMENT FURNISHED MATERIEL REQUISITION ENTRIES:

Manufacturer's Directive Number	54-56	If required by the S/A contracts, enter the MDN.
Contract Call Order Number	69-72	If required by the S/A contracts, enter the appropriate contract call order number.
Contract Identification	73-80	At the option of the S/A, enter the last eight positions of the PIIN in rp 73-80 in lieu of the MDN in rp 54-56. This entry is mandatory if the MDN is not entered in rp 54-56.

MANAGEMENT CONTROL ACTIVITY ENTRIES: Entries Required for Requisitions for **Government Furnished Materiel.**

Routing Identifier	4-6	Enter the RI code of the supply source.
Distribution	54-56	Enter the distribution code of the MCA validating the transaction or the MDN consisting of the MCA's

APPENDIX C3

NON-NATIONAL STOCK NUMBER REQUISITION (MECHANICAL)

<u>FIELD LEGEND</u>	<u>RECORD POSITION (S)</u>	<u>ENTRY AND INSTRUCTIONS</u>
Document Identifier	1-3	Enter DI A02 or AOB.
(Rp 4-7 entries are the same as appendix C1.)		
Manuf acturer's Code and Part No. 1/	8-22	Enter the CAGE from the DoD Cataloging Handbook H4-1 and the part number assigned to the item by the manager.
(Rp 23-43 entries are the same as appendix C1.)		
Demand/screening	44	Enter appropriate code from appendix B8 . Code Z may be entered by the DAAS to indicate an Air Force A02/A0B transaction or one with project code "Z_" has been screened for a match to a definitive NSN .
(Rp 45-69 entries are the same as appendix C1.)		
Identification	70	Enter the applicable code to designate the entry in rp 71-80. (If not applicable, leave blank) : A - TO or TM

1/ If the CAGE and part number cannot be entered in rp 8-22, use DD Form 1348-6 (appendix A7) to requisition the part number or non-NSN items.

<u>FIELD LEGEND</u>	<u>RECORD POSITION(S)</u>	<u>ENTRY AND INSTRUCTIONS</u>
		B - End Item Identification
		C - Noun' Description of Item
		D - Drawing or Specification No.
Reference Identification	71-80	Enter the identification of the reference specified in rp 70.
<u>GOVERNMENT FURNISHED MATERIEL REQUISITION ENTRIES:</u>		
(Rp 23-67 entries are the same as appendix C1.)		
Part Number Designation	68	Enter an E in the GFM requisition when a part number is requisitioned.
Contract Call Order Number	69-72	If required by a S/A contract , enter the appropriate cent ract call order number.
Procurement Instrument Identification Number	73-80	At the option of the S/A, enter last eight positions of the PI IN in lieu of the MDN in rp 54-56. This entry is man&tory if the MDN is not entered in rp 54-56.

MANAGEMENT CONTROL ACTIVITY ENTRIES: Entries Required for
Requisitions for Government Furnished Materiel.

Routing Identifier	4-6	Enter the RI code of the supply source .
Distribution	54-56	Enter the distribution code of the MCA validating the trans- action or the MDN consisting of the MCA's distribution code in

<u>FIELD LEGEND</u>	<u>RECORD POSITION (S)</u>	<u>ENTRY AND INSTRUCTIONS</u>
Routing Identifier	74-76	<i>rp 54 and two other alpha/numeric characters in rp 55-56.</i> <i>If required by the S/A, enter the RI code of the validating MCA in rp 74-76.</i>

APPENDIX C46

TRANSFERS TO DEFENSE REUTILIZATION AND MARKETING OFFICE (SINGLE LINE ITEM TURN-INS)

<u>FIELD LEGEND</u>	<u>RECORD POSITION (S)</u>	<u>ENTRY AND INSTRUCTIONS</u>
Document Identifier	1-3	Perpetuate from source document. For locally determined excesses generated at base, post, camp, or station, assign a DI as determined by S/A procedures.
Routing Identifier	4-6	Enter the RI of the shipping activity or leave blank when the shipping activity is not assigned an RI.
Media and Status	7	Leave blank.
Stock or Part Number	8-22	Enter the stock or part number being turned in. For subsistence items, enter the type of pack in rp 21.
Unit of Issue	23-24	Enter the unit of issue of the stock or part number being turned in.
Quantity	25-59	Enter the quantity being turned in to a DRMO.
Document Number	30-43	Perpetuate from source document. This cannot be the same document number that was used to receive the materiel. For locally determined excess generated at base, post, camp, or station,

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<u>FIELD LEGEND</u>	<u>RECORD POSITION (S)</u>	<u>ENTRY AND INSTRUCTIONS</u>
		assign a document number as determined by S/A procedures.
Suffix	44	Leave blank.
Supplementary Address	45-50	Enter DoDAAC of predesignated consignee DRMO.
Signal	51	<i>For hazardous waste turn-ins, enter Signal Code L; otherwise leave blank.</i>
Fund	52-53	<i>For hazardous waste turn-ins, enter the MILSBILLS fund code (reference (hh)) designating the funds to be charged.</i>
Distribution	54	Leave blank.
Retention Quantity	55-61	Enter the quantity to be retained in inventory or leave blank .
Precious Metals Indicator	62	Enter applicable code from appendix B28.
Automated Data Processing Equipment Identification	63	Enter applicable code from appendix B29.
Disposal Authority	64	Enter applicable code from appendix B26.
Demilitarization	65	Enter code assigned as required by DoD 4160. 21-M-1 (reference (qq)) . (Note: When demilitarization has been accomplished prior to transfer to a DRMO, the appropriate demilitarization certification, as required by

<u>FIELD LEGEND</u>	<u>RECORD POSITION (S)</u>	<u>ENTRY AND INSTRUCTIONS</u>
		reference (qq) , must be reflected in Blocks W thru Y.)
Reclamation	66	Enter code "Y" if reclamation was performed prior to release to DRMO. Enter code "R" if reclamation is to be performed after turn-in to DRMO. Enter code "N" if reclamation is not required.
Routing Identifier	67-69	Perpetuate from DRO.
Ownership	70	Enter applicable code or leave blank .
Supply Condition	72	Enter the applicable MILSTRAP (reference (cc)) code.
Management	72	Perpetuate from source document or leave blank.
Screening	73	Leave blank.
Unit Price	74-80	Enter the unit price for the NSN or part number shown in rp 8-22.

BLOCK (S)ENTRIES

- A Enter the shipping point identified by name and DoDAAC.
- B Enter the consignee DRMO by DoDAAC, name, and address. This will be the predesignated consignee DRMO and will be entered by the generating activity.
- C Insert HM if the turn-in is hazardous materiel or HW if the turn-in is hazardous waste.

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BLOCK(S)

ENTRIES

- D Enter the category identifying the property as requiring special handling by disposal. These categories are not readily identified by individual nomenclature and must be entered in-the-clear in this block. The listing below is an example of the various categories. See DoD 4160. 21-M-1 (reference (qq)) for a complete listing.
1. Cent ractor Inventory.
 2. Foreign Equity Property.
 3. Industrial Fund Property.
 4. Radioactive Materiel.
 5. Red Cross Property.
 6. Redistributable MAP Property.
 7. Shelf-Life Property.
 8. Exchange/Sale Property.
 9. Nonappropriated Fund Property.
- E Enter the extended value of the transactions.
- F Enter the location from which materiel is to be selected, if, required by the shipper.
- G Enter coded cargo data, if required by the shipper.
- H Enter the, number of units of issue in a package, if required by the shipper.
- I Enter the unit weight applicable to the unit of issue, if required by the shipper.
- J Enter the unit cube applicable to the unit of issue, if required by the shipper.

<u>BLOCK(S)</u>	<u>ENTRIES</u>
K	Enter the uniform freight classification, if required by the shipper.
L	Enter the national motor freight classification, if required by the shipper.
M	Enter the freight rate, if required by the shipper.
N	For internal use.
O	Enter the date of document preparation, if required by the shipper.
P	For internal use.
Q	Enter the quantity actually transferred to DRMO, if different from rp 25-29.
R	For internal use.
S	Enter the quantity actually receipted for by the DRMO.
T, U	Self-explanatory.
V	Enter mode of shipment code from appendix E' , MILSTAMP (reference (p)), if required by the shipper.
W-Y	<ol style="list-style-type: none">1. For non-NSN items, enter as much descriptive information as possible in blocks "W" and "Y" and/or attach additional documental ion with this data, if needed.2. For NSN items, Blocks W and Y will be used for internal use and Block X may contain the noun.3. Specified additive data or certification required from the generating source for specific types of property should be entered in this space or attached.
1 thru 6	Shipper use. `
7 thru 10	DRMO use.

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BLOCK (S)

ENTRIES

AA	Enter "NAF" (for nonappropriated fund weapons) .
BB-EE	Enter appropriate ion citation to be credited with the proceeds from sale or transfer when reimbursement to a specific fund other than the DLA Deposit Fund Account is authorized. Leave blank if sale proceeds are to be deposited to the DLA Deposit Fund Account.
FF	DRMO use. <i>For hazardous waste turn-ins, enter the contract line item number (CLIN) for the item.</i>
GG	DRMO use. <i>For hazardous waste turn-ins, enter the total cost of the disposal .</i>
11	For optional use by the DRMO.
12	Date shipped. <i>For hazardous waste turn-ins, enter the DoDAAC of the Bill-to office .</i>
13-15	For optional use by the DRMO,

APPENDIX C46A

TRANSFERS TO DEFENSE REUTILIZATION AND MARKETING OFFICE ON DD FORM 1348-1A (SINGLE LINE ITEM TURN-INS)

<u>FIELD LEGEND</u>	<u>RECORD POSITION (S)</u>	<u>ENTRY AND INSTRUCTIONS</u>
Document Identifier	1-3	Perpetuate from the source document. For locally determined excesses generated at a base, post, camp, or station, assign a DI code as determined by S/A procedures.
Routing Identifier	4-6	Enter the RI of the shipping activity or leave blank when the shipping activity is not assigned an RI,
Media and Status	7	Leave blank.
Stock or Part Number	8-22	Enter the stock or part number being turned in. For subsistence items, enter the type of pack in rp 21. See Block 25.
Unit of Issue	23-24	Enter the unit of issue of the stock or part number being turned in.
Quantity	25-29	Enter the quantity being turned in to DRMO. See Block 26.
Document Number	30-43	Perpetuate from source document. This cannot be the same document number that was used to receive the materiel. For locally determined excess generated at

<u>FIELD LEGEND</u>	<u>RECORD POSITION (S)</u>	<u>ENTRY AND INSTRUCTIONS</u>
		base, post, camp, or station, assign as determined by S/A procedures. See Block 24.
Suffix	44	Leave blank. See Block 24.
Supplementary Address	45-50	Enter DoDAAC of predesignated consignee DRMO.
Signal	51	<i>For hazardous waste turn-ins, enter Signal Code L; otherwise, leave blank.</i>
Fund	52-53	<i>For hazardous waste turn-ins, enter the MILSBILLS fund code (reference (hh)) designating the funds to be charged.</i>
Distribution	54	Perpetuate from source document or leave blank.
Retention Quantity	55-61	Enter the quantity to be retained in inventory or leave blank .
Precious Metals	62	Enter applicable code from appendix B28.
Automated Data Processing Equipment Identification	63	Enter applicable code from appendix B29.
Disposal Authority	64	Enter applicable code from appendix B26.

<u>FIELD LEGEND</u>	<u>RECORD POSITION (S)</u>	<u>ENTRY AND INSTRUCTIONS</u>
Demilitarization	65	Enter code assigned as required by DoD 4160 .21-M-1 (reference (qq)) . NOTE: When demilitarization has been accomplished prior to transfer to DRMO, the appropriate demilitarization certification, as required by reference (qq) , must be reflected in Block 27.
Reclamation	66	Enter code "Y" if reclamation was performed prior to release to a DRMO. Enter "R" if reclamation is to be performed after turn-in to DRMO. Enter code "N" if reclamation is not required.
Routing Identifier	67-69	Perpetuate from DRO.
Ownership	70	Enter applicable code or leave blank .
Supply Condition	71	Enter applicable code from appendix B18.
Management	72	Perpetuate from source document or leave blank.
Screening	73	Leave blank.
Unit Price	74-80	Enter the unit price for the NSN or part number in rp 8-22.

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<u>BLOCK(S)</u>	<u>ENTRIES</u>
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- | | |
|----|--|
| 1 | Enter the extended value of the transaction. |
| 2 | Enter the shipping point identified by DoDAAC; if reduced printing is used, in-the-clear address may be entered in addition to the DoDAAC. |
| 3 | Enter the consignee DRMO by DoDAAC. This will be the predesignated DRMO and will be entered by the shipping activity; if reduced printing is used, the in-the-clear address may be entered in addition to the DoDAAC. |
| 4 | Insert HM, if the turn-in is hazardous materiel or HW, if the turn-in is hazardous waste. |
| 5 | Enter the date of document preparation, if required by the shipper. |
| 6 | Enter the national motor freight classification (NMFC) , if required by the shipper.

Enter the freight rate, if required by the shipper. |
| 8 | Enter coded cargo data, if required by the shipper.

Enter applicable controlled inventory item code which describes the security/pilferage classification of the shipment from DoD 4100. 39-M (reference (pp)) , volume 10, chapter 4, table 61. |
| 10 | Enter the quantity actually received by the DRMO, if different from positions 25-29. |
| 11 | Enter the number of units of issue in a package, if required by the shipper. |
| 12 | Enter the unit weight applicable to the unit of issue, if required by the shipper. |
| 13 | Enter the unit cube applicable to the unit of issue, if required by the shipper. |

<u>BLOCK (S)</u>	<u>ENTRIES</u>
14	Enter the uniform freight classification, if required by the shipper.
15	Enter the shelf life, if appropriate; otherwise, leave blank .
16	Enter in-the-clear freight classification nomenclature, if required by the shipper.
17	Enter the item nomenclature. For non-NSN items; enter as much descriptive information as possible. Specified additive data or certification from the generating source for specific types of property should be entered.
18	Enter type of container, if required by the shipper.
19	Enter number of containers that makes up the shipment, if required by the shipper.
20	Enter total weight of shipment, if required by the shipper.
21	Enter total cube of shipment, if required by the shipper.
22	Received By Enter the signature of person receiving the materiel.
23	Date Received - Enter date materiel was received and signed for.
24	Document Number - Perpetuate from source document. This cannot be the same document number that was used to receive the materiel. For locally determined excesses generated at base, post, camp, or station, assign a document number as determined by Service/Agency procedures. Suffix Code - Leave blank. 1/

1/ Data will be displayed in two configurations: (1) three of nine bar code and (2) in-the-clear. When prepared manually, bar code will not be included.

<u>BLOCK(S)</u>	<u>ENTRIES</u>
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- | | |
|----|---|
| 25 | National Stock Number - Enter the stock number or part number being turned in. <u>Additional</u> - For subsistence items, enter the type of pack code in rp 21. ^{2/} |
| 26 | For turn-in to DRMO - This block will not contain bar code data, it is reserved for internal DRMO/DRMS. |
| 27 | This block may contain additional data including bar coding for internal use. Enter data in this block as required by the shipping activity or the DRMO receiving the materiel. When data is entered in this block, it will be clearly identified. For hazardous waste <i>turn-ins</i> , enter the DoDAAC of the bill-to office, the contract line item number (CLIN) for the item, and the total cost of the disposal . |

^{2/} See Footnote 1 on page C4 6A-5.

APPENDIX C50

MANAGEMENT CONTROL ACTIVITY GOVERNMENT FURNISHED, MATERIEL VALIDATION RESPONSE

<u>FIELD LEGEND</u>	<u>RECORD POSITION (S)</u>	<u>ENTRY AND INSTRUCTIONS</u>
Document Identifier	1-3	Enter DI AX2.
Rout ing Identifier (TO)	4-6)	
Media and Status	7)	Perpetuate from the DI AX1 transaction.
Stock Number	8-22)	
Unit of Issue	23-24)	
Quantity	25-29	If Advice Code 2R is entered in rp 65-66, enter quantity to be supplied. If Advice Code 2Q is entered in rp 65-66, enter total quantity to be re jected.
Document Number	30-43)	
Demand	44)	
Supplement ary Address	45-50)	
Signal	51)	Perpetuate from the DI AX1 transaction.
Fund Code	52-53)	
Distribution	54-56)	

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<u>FIELD LEGEND</u>	<u>RECORD POSITION (S)</u>	<u>ENTRY AND INSTRUCTIONS</u>
Pro ject Code	57-59)	
Priority	60-61)	Perpetuate from the DI AX1 transaction.
Validation Date	62-64	Enter date validated or rejected by the MCA.
Advice/Stat us	65-66	Enter the applicable advice code from appendix B15 or status cod. from appendix B1 6 .
Blank	67-68)	
Call Number	69-72)	Perpetuate from the DI AX1 transaction.
Conk ract Identification	73-80)	
	or	
Management Control Activity Routing Identifier	74-76	Perpetuate from the DI AX1 transaction.

APPENDIX C51

DEFENSE AUTOMATIC ADDRESSING SYSTEM
MATERIEL OBLIGATION VALIDATION RESPONSE
TRANSACTION

<u>FIELD LEGEND</u>	<u>RECORD POSITION (S)</u>	<u>ENTRY AND INSTRUCTIONS</u>
Document Identifier	1-3	Enter DI AP8.
Routing Identifier	4-6	Enter RI SGA.
Submitting Activity	7-12	Enter DoDAAC of applicable activity.
Blank	13-80	Leave blank.